

BY-LAWS
OF THE
VIRGINIA EDUCATIONAL TECHNOLOGY ADVISORY COMMITTEE

ARTICLE I

Name and Location

The name of the committee is VIRGINIA EDUCATIONAL TECHNOLOGY ADVISORY COMMITTEE, hereinafter referred to as VETAC. The principal location for meetings of the committee shall be in the Virginia Department of Education offices located in the James Monroe Building, 101 North 14th Street, Richmond, Virginia, 23219. Meetings of the committee, or subcommittees of the full committee, may be held at such places within the Commonwealth of Virginia as may be designated by the membership of the committee.

ARTICLE II

Definition

Educational Technology: VETAC subscribes to the definition of educational computing and technology developed by ISTE (International Society for Technology in Education). "Educational computing and technology encompasses knowledge about and use of computers and related technologies on (a) delivery, development, prescription, and assessment of instruction; (b) effective uses of computers as an aid to problem solving; (c) school and classroom administration; (d) educational research; (e) electronic information access and exchange; (f) personal and professional productivity; and (g) computer science education."

ARTICLE III

Purpose

Section 1. The principal purpose of VETAC shall be to advise through the Superintendent of Public Instruction, the Board of Education on educational technology matters. This would include information and recommendations to local schools and to the Department of Education on technology policy and funding.

Section 2. Specific functions of VETAC shall include, but not be limited to, the following:

1. To remain knowledgeable of current and new technological developments that have potential for improving student learning and providing essential educational services.
2. To recommend to the Superintendent of Public Instruction statewide technology initiatives.
3. To encourage state appropriations and grants, and public and private partnerships in support of technology programs.

4. To assist with legislative, state, and national presentations.
5. To recommend evaluations of programs utilizing technology in nontraditional ways and to monitor accountability.
6. To serve as a technology advocate for local school divisions.
7. To provide position papers on the use of technology to improve learning and to deliver and retrieve information.
8. To assist Department of Education project teams and to recommend school division personnel for membership on teams.
9. To help the Department of Education identify best practices in the field of technology.
10. To promote collaboration with institutions of higher education on educational technology issues.
11. To encourage schools of education to model appropriate applications of educational technology.
12. To advise the Board of Education by continuing to revise and develop the Educational Technology Plan for Virginia through the Superintendent of Public Instruction.

ARTICLE IV

Membership

Section 1. Membership in VETAC, either individual or organization, requires the approval of the Superintendent of Public Instruction.

- A. The Membership will be composed of individuals who serve in the following roles:
 1. One education selected from each of the State Superintendent's Advisory Council Regional Study Groups.
 2. Three administrators, each of whom has demonstrated leadership in the area of educational technology:
 - a. One representative recommended by Virginia Association of Elementary School Principals;
 - b. One representative recommended by the Virginia Middle School Association; and
 - c. One representative recommended by the Virginia Association of Secondary School Principals.

3. Three school division-level technology leaders, one each from small school divisions, medium school divisions, and large school divisions as defined in APPENDIX A. Division-level technology leaders will be identified by the Executive Committee.
 4. Up to three business community representatives selected by the Executive Committee.
 5. Three instructional technology resource teachers, one each from small school divisions, medium school divisions, and large school divisions as defined in APPENDIX A. Instructional technology resource teachers will be identified by the Executive Committee.
 6. One individual from each of the organizations listed in APPENDIX B.
 7. Members of the Department of Education staff serve as non-voting members and coordinate the committee's activities.
 - a. The Assistant Superintendent for Technology, serving as the Administrator Advisor.
 - b. The Director of Office of Educational Technology serving as the Executive Secretary; and
 - c. Others as determined by the Assistant Superintendent for Technology, in consultation with the Executive Committee.
 8. Others as determined by the Superintendent of Public Instruction or designee.
- B. The recommendation process for organizational membership is as follows:
1. An organization requesting membership in VETAC must file a letter of interest with the Executive Secretary at the address listed in ARTICLE I of these By-laws. All requests must be made prior to the second full VETAC committee meeting of any year.
 2. The Executive Secretary will submit this letter to the Executive Committee for review. The Committee will research to verify the organization's interest and involvement within the area of educational technology.
 3. The Executive Committee's recommendation will be forwarded to the full VETAC membership for considerations. All recommendations must be made two weeks prior to the third full committee meeting of any year.
 4. The VETAC membership will direct the Executive Secretary to forward their recommendation in writing to the Superintendent of Public Instruction no later than June 1st of any year.
 5. Upon approval of the Superintendent of Public Instruction, full membership for the coming year will be extended to the organization by the Executive Secretary.

- C. In the event an individual no longer represents the group/organization/institution making the original appointment, the individual may continue participation in an *ex officio* role for the term of the appointment to the general membership. The following applies:
1. Membership remains uninterrupted by the organization making original recommendation until a replacement is named.
 2. *Ex officio* membership must be requested in writing and is subject to the approval of the Executive committee and the Superintendent of Public Instruction.
 3. *Ex officio* membership shall be non-voting and exempted from remuneration for any expenses incurred by attending or participating in VETAC activities.
 4. If at the end of the original appointment the individual wishes to continue membership, the individual must, through the Executive committee, petition the Superintendent of Public Instruction as provided otherwise in this article.
 5. The past chair of the Executive Committee may continue to serve his/her term on the Executive committee, subject to petition by the Executive Committee and the approval of the Superintendent of Public Instruction.

Section 2. On behalf of VETAC, the Executive Secretary shall present annually a list of nominees to the Superintendent of Public Instruction for approval and appointment. The term of each member shall be three years. To assure the continuity of the committee, terms of members shall be staggered (APPENIX C). Reappointment shall be permitted.

Section 3. Each eligible member will have full voting rights if present during an official meeting of VETAC.

Section 4. Members shall attend on a regular basis. Two absences in any given administrative year may cause a committee member to be replaced.

Section 5. Resignation of a committee member shall be presented in writing to the Executive Secretary. Vacancies of positions caused by resignation will be filled by recommendation of the specified appointing group/organization/institution or, in the absence of an appointing group/organization/institution, the VETAC membership.

Section 6. No member shall receive compensation for services rendered to VETAC. However, members may be reimbursed for actual expenses consistent with regulations and procedures specified by the Department of Education and within the budget allocations from the department.

ARTICLE V

Meetings

Section 1. Meetings of VETAC shall be held three times during each administrative year.

Section 2. Dates for the meetings shall be established by the Executive Committee and presented at the first general meeting of the administrative year. The administrative year and term of office shall be from September 1 through August 31.

Section 3. Special meetings of VETAC may be called by the chair or by a majority of the committee. Such special meetings may be conducted in an electronic format through an appropriate telecommunications medium. Each member must be notified at least seven days in advance of such special called meeting.

Section 4. Emergency meetings may be called at the discretion of the chair, or the executive committee.

Section 5. A majority of the voting membership shall constitute a quorum for the transaction of business in any meeting of VETAC.

ARTICLE VI

Officers

Section 1. The officers of the organization shall be a chair, vice-chair, and secretary who shall serve two-year terms. No officer shall serve more than two consecutive terms in that office.

Section 2. All voting members of VETAC are eligible for office.

Section 3. Officers shall be elected by ballot at the third regular meeting in an election year. If there is but one nominee for an office, election for that office may be by voice vote.

Section 4. Nominations Subcommittee:

1. There shall be a nominations subcommittee consisting of three members elected by the membership at the second regular meeting in the odd administrative year (e.g. 199-2000).
2. The nominations subcommittee shall nominate an eligible* person for each office and report its nominees to the membership, in writing, at least two weeks prior to the third meeting in the odd administrative year. At this meeting, additional nominations may be made from the floor.
3. Only those persons, who have signified their consent to serve, if elected, shall be nominated for, or elected to, such office.
4. If the nominated person's membership term expires during the term of office, the nominations subcommittee shall request in writing the respective organization's willingness to reappoint the individual.

*Based upon eligibility for membership and office as stated in ARTICLE IV and in ARTICLE VI of the By-laws.

Section 5. Officers shall be elected by a majority of the votes cast.

Section 6. A vacancy, occurring in any office, except that of chair, shall be filled by election of a member to serve until the end of the current administrative year. If a vacancy occurs in the office of chair, the vice-chair shall serve the remainder of the term as chair.

ARTICLE VII

Duties of Officers

Section 1. The duties of the Chair shall be:

1. To serve as chief executive of VETAC with the powers and duties belonging to such a position;
2. To plan and coordinate the committee activities with the Executive Secretary of VETAC;
3. To call and preside over the meetings of VETAC;
4. To serve as *ex officio* member of all other subcommittees with no participation on those subcommittees that make nominations or conduct elections;
5. To recommend to VETAC the type of ad hoc committees and other appointive bodies needed;
6. To complete and submit an annual report highlighting proceedings and activities of the committee. This report shall be presented to the Executive Committee at the first meeting of the Executive Committee of the administrative year. When approved, the report will be distributed to the VETAC membership immediately following adoption. Members, as representatives of organizations, shall share this report and all supporting documents with the organization which each represents;
7. Upon approval by the Executive committee the report will be submitted to the Superintendent of Public Instruction; and
8. To compile and submit other reports and papers as appropriate.

Section 2. The duties of the Vice-Chair shall be:

1. To serve in the place of, and with the authority of, the chair in case of his/her absence or disability; and
2. To serve as parliamentarian at all meetings.

Section 3. The duties of the Secretary shall be:

1. To ensure that accurate records of the proceedings of VETAC are maintained;

2. To ensure that the membership receives in a regular and timely manner minutes of meetings, documents, and other information necessary for the efficient function of VETAC;
3. To ensure that accurate rolls of the membership of VETAC are maintained; and
4. To have available copies of the By-laws and minutes of all meetings of VETAC.

Section 4. Removal of Officers:

For inadequate performance of duties any officer of VETAC, upon petition of one-third of the voting membership, shall be subjected to removal. Said member shall have the opportunity to resign or give reason to VETAC why he/she should not be removed from office. Upon affirmative vote of two-thirds of the voting membership of VETAC, said member shall be removed from office.

ARTICLE VIII

Executive Committee

Section 1. The Executive Committee shall consist of the officers of the organization, the immediate Past Chair, and four members-at-large – (APPENDIX D).

Section 2. Positions on the Executive Committee shall be for a two-year period, and these members shall not be eligible to serve more than two consecutive terms in the same role.

Section 3. The immediate Past Chair will serve at the pleasure of the Executive Committee, and with full voice and vote.

Section 4. Two of the four members-at-large shall be elected to a two-year term on the Executive Committee, annually at the third VETAC meeting.

Section 5. In the event a vacancy occurs in a Member-at-Large position on the Executive Committee, the Executive Committee shall appoint a member of VETAC to finish the term of the vacated position .

Section 6. The Administrative Advisor and Executive Secretary will serve as *ex officio* members of the Executive Committee.

Section 7. The duties of the Executive Committee shall be:

1. To transact necessary business in the intervals between meetings of the committee and other business deemed necessary by the committee;
2. To determine the subcommittees which may be required to transact the necessary business;

3. To inform the full committee, in a timely manner, of Executive Committee actions and activities; and
4. To assist the chair in compiling the annual report.

Section 8. Meetings of the Executive Committee shall be called by the Chair or by a majority of the members of the Executive Committee. A majority of the Executive Committee members shall constitute a quorum.

ARTICLE IX

Standing Committees

There shall be two standing committees;

1. The Executive Committee
2. The Nominations Subcommittee

ARTICLE X

Executive Secretary

Section 1. The Director of Office of Educational Technology, under the aegis of the Division of Technology, shall serve as the Executive Secretary for VETAC.

Section 2. The duties of the Executive Secretary shall be:

1. To serve as a non-voting member of VETAC and the Executive Committee;
2. To serve as the liaison between the Department of Education and VETAC;
3. To assist the officers in the execution of their duties;
4. To plan and coordinate the activities of VETAC with the Chair; and
5. To prepare a summary of the proceedings and actions taken at each general meeting. This summary will be provided to the membership to be shared with their sponsoring organization.

ARTICLE XI

Parliamentary Authority

The source of parliamentary authority shall be the most recent edition of Robert's Rules of Order.

ARTICLE XII

Amendments

Any proposed amendment of these By-laws shall be disseminated in writing to each member of VETAC fourteen days prior to the presentation and shall become a part of these By-laws by a two-thirds vote of the membership and approval of the Superintendent of Public Instruction or designee.

Changes to the Appendices of the By-laws do not constitute a change to the body of the By-laws; therefore no vote by the membership is required. The membership of VETAC will be notified of any changes to the By-laws' Appendices at regularly scheduled meetings or by electronic means.

Chronology: Original By-laws approved by the VETAC Executive Committee on September 23, 1994.

First revision to the By-laws approved by the VETAC Membership on October 12, 1994.

Second revision to the By-laws approved by the VETAC Membership on October 14, 1998.

Third revision to the By-laws approved by the VETAC Membership on May 9, 2000.

Fourth revision to the By-laws approved by the VETAC Membership on October 3, 2000.

Fifth revision to the By-laws approved by the VETAC Membership on October 9, 2001.

Sixth revision to the By-laws approved by the VETAC Membership on October 7, 2003.

Seventh revision to the By-laws approved by the VETAC Membership on February 14, 2006.

Submitted by the VETAC Executive Committee

APPENDIX A

The *definition of a small, medium, or large school division is based on student enrollment.

1. A school division is considered small if it has a student enrollment of less than 10,000 students.
2. A school division is considered medium if it has a student enrollment between 10,001 and 36,999 students.
3. A school division is considered large if it has a student enrollment greater than 37,000 students.

*Virginia Department of Education, September 1999

APPENDIX B

Organizational Membership

Department of Correctional Education (DCE)
State Council of Higher Education for Virginia (SCHEV)
State Superintendent's Advisory Council
Virginia Association of Elementary School Principals (VAESP)
Virginia Association of School Business Officials (VASBO)
Virginia Association of School Superintendents (VASS)
Virginia Association of Science Teachers (VAST)
Virginia Association of Secondary School Principals (VASSP)
Virginia Association of Teachers of English (VATE)
Virginia Association of Colleges of Teacher Education (VACTE)
Virginia Community College System (VCCS)
Virginia Congress of Parents and Teachers (VCPT)
Virginia Council for Private Education (VCPE)
Virginia Council of Social Studies (VCSS)
Virginia Council of Teachers of Mathematics (VCTM)
Virginia Education Association (VEA)
Virginia Educational Media Association (VEMA)
Virginia Electronic Student Information Services (VESIS)
Virginia Middle School Association (VMSA)
Virginia School Boards Association (VSBA)
Virginia Society for Technology in Education (VSTE)
Virginia State Reading Association (VSRA)

APPENDIX C

Membership Term

Member			
Department of Correctional Education	2003 - 2006	2006 – 2009	2009 - 2012
State Council of Higher Education in Virginia	2001 - 2004	2004 – 2007	2007 – 2010
State Superintendents Advisory Council	2001 - 2004	2004 – 2007	2007 – 2010
Virginia Association of Elementary School Principals	2001 - 2004	2004 – 2007	2007 – 2010
Virginia Association of School Business Officials	2003 - 2006	2006 – 2009	2009 – 2012
Virginia Association of School Superintendents	2003 - 2006	2006 – 2009	2009 – 2012
Virginia Association of Science Teachers	2002 - 2005	2005 – 2008	2008 – 2011
Virginia Association of Secondary School Principals	2002 - 2005	2005 – 2008	2008 – 2011
Virginia Association of Teachers of English	2002 - 2005	2005 – 2008	2008 – 2011
Virginia Association of Colleges of Teacher of Education	2005 - 2008	2008 – 2011	2011 – 2014
Virginia Community College System	2005 - 2008	2008 – 2011	2011 – 2014
Virginia Congress of Parents and Teachers	2003 - 2006	2006 – 2009	2009 – 2012
Virginia Council for Private Education	2004 - 2007	2007 – 2010	2010 – 2013
Virginia Council of Social Studies	2003 - 2006	2006 – 2009	2009 – 2012
Virginia Council of Teachers of Mathematics	2005 - 2008	2008 – 2011	2011 – 2014
Virginia Education Association	2004 - 2007	2007 – 2010	2010 – 2013
Virginia Educational Media Association	2003 - 2006	2006 – 2009	2009 – 2012
Virginia Electronic Student Informational Services	2004 - 2007	2007 – 2010	2010 – 2013
Virginia Middle School Association	2003 - 2006	2006 – 2009	2009 – 2012
Virginia School Boards Association	2005 - 2008	2008 – 2011	2011 – 2014
Virginia Society for Technology in Education	2005 - 2008	2008 – 2011	2011 – 2014
Virginia State Reading Association	2004 - 2007	2007 – 2010	2010 – 2013
Educational Technology Professional Leadership			
Small School Division	2004 - 2007	2007 – 2010	2010 – 2013
Medium School Division	2003 - 2006	2006 – 2009	2009 – 2012
Large School Division	2005 - 2008	2008 – 2011	2011 – 2014
Business and Industry			
Business Representative #1	2003 - 2006	2006 - 2009	2009 – 2012
Business Representative #2	2005 - 2008	2008 – 2011	2011 – 2014
Business Representative #3	2004 - 2007	2007 – 2010	2010 – 2013
Superintendent Study Groups			
Region 1	2004 - 2007	2007 – 2010	2010 – 2013
Region 2	2005 - 2008	2008 – 2011	2011 – 2014
Region 3	2004 - 2007	2007 – 2010	2010 – 2013
Region 4	2003 - 2006	2006 – 2009	2009 – 2012
Region 5	2005 - 2008	2008 – 2011	2011 – 2014
Region 6	2003 - 2006	2006 – 2009	2009 – 2012
Region 7	2004 - 2007	2007 – 2010	2010 – 2013
Region 8	2003 – 2006	2006 – 2009	2009 – 2012
ITRT Representative			
Small School Division	2007 – 2010	2010 – 2013	2013 – 2016
Medium School Division	2007 – 2010	2010 – 2013	2013 – 2016
Large School Division	2007 – 2010	2010 – 2013	2013 – 2016

APPENDIX D

OFFICERS – 2006-2007

Office	Term
	<ul style="list-style-type: none">• Two Years (Elected at 3rd meeting of odd administrative year, ex. 2007-2008)• Administrative Year = September 1 – August 31• Next election of officers = 3rd meeting - May, 2008
Chair	John Littlefield 2006-2008
Vice-Chair	Bill Flaherty 2006-2008
Secretary	Chad Sansing 2006-2008

EXECUTIVE COMMITTEE

Position	Term
	<ul style="list-style-type: none">• Two Years• Two of the four members-at-large shall be elected to a 2-year term annually at the third meeting.
Chair	John Littlefield 2006-2008
Vice-Chair	Bill Flaherty 2006-2008
Secretary	Chad Sansing 2006-2008
Past-Chair	Dr. James Carroll 2006-2008
Member-at-Large	Pamela Burnette 2005-2007
Member-at-Large	Dave Mirra 2005-2007
Member-at-Large	Ramesh Kapoor 2006-2008
Member-at-Large	Adele Morris 2006-2008
<i>(The election will be held at the third meeting of 2006-2008.)</i>	
Administrative Advisor	Assistant Superintendent of Technology - Lan Neugent
Executive Secretary	Director of the Office of Educational Technology, under the aegis of the Division of Technology -

Created June 20, 2006
Revised July 7, 2006